

TAX FORECLOSED PROPERTY
DIRECT SALE REQUEST INSTRUCTIONS

Please address your letter of interest to:
Property Management Department
Real Property Division – Tax Foreclosed Property
900 Monroe Street, Gordon Swift Bldg. Suite 400
Fort Worth, Texas 76102

The City of Fort Worth serves as Trustee for all of the other taxing entities and is responsible for the management and disposition of tax- foreclosed property.

TAX FORECLOSED SUBMITTAL INSTRUCTIONS

- A signed original Direct Sale Request must be returned with your request.
- Any incurred expenses by the interested buyer are not being reimbursable by the City of Fort Worth.
- Court Costs and Program Fees are incorporated into the total purchase price. Purchaser is required to pay post judgment taxes directly to the County.

LETTERS MUST INCLUDE THE FOLLOWING:

- Date of the Request: _____ Property Address: _____
- Name, mailing address, and phone number of the interested buyer (If a company name please provide Articles of Incorporation and/or Secretary of State Documentation (Signatory Authority).
- Property address and/or legal description of the subject property
- Expressed interest in purchasing the property directly
- Specific plans for development or how the property will be utilized
- A zoning confirmation may be used to determine the appropriate zoning of the property. A “Zoning Confirmation Letter” is available at the following website (<http://fortworthtexas.gov/zoning/>) and is processed by the P&D Department. Please review the letter for any associated fees and for processing time information.
- Copy of Recorded Deed & Plat <https://ccrecordse.tarrantcounty.com/RealEstate/SearchEntry.aspx> or you can visit the courthouse at Tarrant County Courthouse Deed Records, 100 E. Weatherford, Fort Worth, Texas 76102
- Copy of TAD sheet - <http://www.tad.org/>
- Copies of signed and sealed surveys maps and/or title commitments – if available or upon request.
IMPORTANT: The City does not conduct surveys and/or provide surveys on tax-foreclosed properties.
- Photos – if available and MAPSCO information

The interested buyer will be required to provide proof of certified funds including a point of contact from the financial institution (i.e... Bank letter) for purchasing the property upon notification of the purchase price from City staff.

All direct sale properties are subject to the “right of redemption” please reference the Texas Property Tax Code Chapter 34 (Tax Sales and Redemption) www.statutes.legis.state.tx.us/Docs/TX/htm/TX.34.htm

Special Note: This request does not guarantee you the property. Requests are reviewed for appropriate qualification of direct sale criteria. All sales of real property are subject to formal approval by the governing taxing jurisdictions (i.e. City Council)

Interested Buyer’s Initials

Date

Property Management Department – For CFW Use ONLY

NOTE: This form must be returned with the request.

Revised February 7, 2017